

Minutes

1.0 Opening and Confirmation of Agenda

The meeting was opened by the Chair at 1 pm. The agenda was confirmed.

2.0 Attendance

Present: Council – Lesley Jackman (Chair), Helen Elliot, Jan Finley, David More, Christianna Cobbold, Jonette McDonnell, David Coutts, David Cox
ANBG - Judy West, Peter Byron, Steve Speer, Rosalie Hampshire
Invited Friends - Tricia Morton, Glenys Bishop

Apologies: Barbara Podger, Alan Munns, Rita Maclachlan

3.0 Minutes

3.1 Minutes of Council Meeting 7 February 2017

RESOLUTION

Moved -Jan Finley **Seconded** Helen Elliot - that the Minutes of the Council meeting held 7 February 2017 be accepted without amendment.

CARRIED

4.0 Matters Arising from Minutes of 7 February 2017

4.1 2017 Botanic Interns

Lesley Jackman informed Council that the presentation to the 2017 intake of botanic interns had taken place

4.2 Confidentiality declarations

It was underlined that some confidentiality declarations had not yet been received and members were asked to provide those to the Secretary as soon as possible.

4.3 Botanical books

Peter Byron advised that the Gardens will move the remaining books from the cottage as soon as Ian Primrose advises what should be done with them. They will take them to Lifeline if that is the decision.

5. General Business

5.1 2017 operational plan session

Discussion occurred on the Draft Annual Action Plan 2017 provided by Jan Finley and the financial implications for funding projects as outlined by Helen Elliot. Jan Finley informed Council that the primary purpose of the Action Plan is to provide guidance to help the Friends achieve their objective to support the Gardens.

A number of comments and suggestions were made by members and these will be taken into account as the Plan is finalised.

Action

It was agreed that:

- Council should be mindful of commitments (in personnel time) in 2017 and not over-commit;
- that the plan be in accordance with the calendar year 2017;
- that a sum of up to \$100,000 could be set aside for 2017 projects and other activities;
- that additional information be included (in accordance with decisions made at the meeting, e.g. funding for the Schools Photographic, Project Funding, etc);
- that Jan Finley would update the plan, distribute it to Council participants and seek additional information or contributions (e.g. ANBG, Public Fund, Project Funding, etc);

- that responses be sent to Jan by 17 March 2017;
- that the final draft Annual Action Plan 2017 be sent to the Executive Committee for consideration prior to the April Council meeting; and
- that the Annual Action Plan 2017 be finalised at the April 2017 Council meeting.

5.2 Public Art Project

Council noted that given uncertainty over the timing of the decision on the successful design (anticipated for late May) and the completion of the project (anticipated for late September/early October) fundraising by the Friends would not be feasible before the end of the current financial year but would be actioned early in the new one. As a minimum that will involve communication with members through Fronds, broadcast emails etc as well as approaches to the wider community. A key mechanism will be the August and December issues of Fronds. It was agreed that the fund raising efforts of the Friends should be closely coordinated with similar efforts by the gardens.

5.3 IT matters

David More spoke to the paper on Registering for Free and discounted software and services. This is intended, inter alia, to provide the option for shared documents etc. David proposed using a group called Connecting Up, which is the Australian provider of the major IT vendors assistance to not for profit organisations.

RESOLUTION

Moved David Cox **Seconded** Christiana Cobbold that David More be authorised to

- apply to register the Friends with Connecting Up;
- investigate not-for-profit free use and discount offerings that seem to suit our IT requirements, including making initial enquiries of the vendors involved where necessary;
- after consultation with the Public Officer and President, apply to join individual non-for-profit schemes (such as Google for Nonprofits) where -
 - there is no cost to the Friends;
 - no conditions will apply, or undertakings be required, other than acknowledgement of existing legal obligations (eg. non-discrimination). An example is at <https://www.google.com/nonprofits/account/signup/au>.

CARRIED

5.4 Friends Insurance Review

Helen Elliot indicated that she was still in discussion with the insurance broker about details on the appropriate insurance cover, including whether any additional cover might be needed for the Guides conference later in 2017. Council noted that Helen will provide a substantive recommendation to Council at the April meeting on insurance options.

5.5 Singapore visit proposal

Council noted that David Cox and Lesley Jackman, along with the President of the Friends of the National Arboretum, had met on 3 March with the proponent of this proposal. It was informed that the proponent does not want to arrange this trip and their role would be limited to helping with the activities in Singapore. They are also discussing how the trip might work with the representative of the Arboretum, who has led successful trips for the Australian Garden History Society, and it was felt that we need to know what might emerge from that.

It was felt that the Friends of ANBG should not get directly involved in organising such a trip and involvement should be limited at most to publicising the trip if an acceptable model emerges. Council agreed to review this matter at the April meeting based on the basis of whatever further information comes forward.

5.6 Public Fund

Council noted the minutes of the Public Fund, held on 27 February 2017.

Council was informed that a permit to fund raise in the ACT needs to be sought and that the Common Seal of the Friends needs to be attached to such an application

RESOLUTION

Moved Helen Elliot **Seconded** Jan Finley that the Common Seal of the Friends should be attached to the

Friends of the ANBG application to the ACT Office of Regulatory Services to authorise the Public Fund of the Friends to conduct fundraising in the ACT for the next 5 years. Council also agreed that two members of Council should witness the attaching of the Common Seal to the application.

CARRIED

5.7 Treasurer's report

Council noted the monthly financial report, including that new memberships in the month were quite high. It was agreed that the term deposits should be rolled over as set out in the resolution below.

Council was informed that there had been a specific donation of \$602 from the family of Rosemary Ryan, a long term member and supporter of the gardens. She was a keen bird watcher and the family had requested that the money be spent on something to support bird watching at the gardens. It was suggested this be on additional binoculars which would be used for Breakfast with the Birds in particular. The family will be asked if they would like any specific recognition of the use of this donation at the appropriate time.

RESOLUTIONS

Moved Helen Elliot **Seconded** David More that the monthly Treasurer's report be accepted, that the term deposit standing at \$276141 be rolled over for 3 months and the term deposit standing at \$150000 be rolled over for 6 months, that membership of the ANPC be renewed for 3 years and that the donation by the Ryan family be used to purchase new binoculars to be used for bird watching at the Gardens.

CARRIED

5.8 AAFBG AGM 20 May

Council noted the arrangements for the AAFBG AGM to be held at the Gardens on 20 May. Christianna Cobbold will follow up with Dennis Ayliffe about arrangements for guided walks. Lesley Jackman and Tricia Morton will follow up with Dennis about arrangements for morning tea (to be provided by the Friends of ANBG) and the lunch.

5.9 Schools Photographic Competition

Council noted a report from Cecilia Melano on arrangements for the 2017 competition.

RESOLUTION

Moved Helen Elliot **Seconded** Christianna Cobbold that Council approved proceeding with the competition on the basis of the details in the report tabled at Council and that prize money of \$2675 be allocated

CARRIED

6.0 Reports

6.1 ANBG Executive Director

The Executive Director informed Council about a fund raising program for the threatened Norfolk Island Green parrot. Information is on pozible.com/project/operation/green-parrot. There will also be a campaign launched later this year for the new seed bank and a statement and handout are being developed.

6.2 General Manager

The General Manager's verbal report was noted. Key points included were

- The café refurbishment will commence in the first week of April and the new licence will open on 10 April. The Friends discount will be maintained.
- The detailed design for the Conservatory should be completed within 2 months
- There will be a fair amount of tree surgery in the Gardens over the next few months

Thanks were recorded to Steve Speer and the staff in Visitor Services for their efforts over the past few months, with the summer concerts and Enlighten in particular.

6.3 ANBG Friends' Liaison

The Friends Liaison manager's verbal report was noted. Key points included were

- Some work is being put into development of learning programs such as after dark programs and school holiday workshops
- Enlighten has been very successful and worth the effort by the Gardens and Friends volunteers

7.0 Friends Groups Reports

7.1 Social Events and Activities Committee

Council noted that a report on the summer concerts had been prepared by Tricia Morton.. It was decided to hold over discussion of the summer concerts until the April Council meeting when the Gardens report on the concerts should also be available.

7.2 BAG Exhibition Opening on 17 March

Council was informed that the Guest speaker, Nat Williams, had donated some material that would be used for door prizes and other purposes. Thanks to Mr Williams were recorded. A running sheet for the opening is being finalised and invitations have now gone out.

7.3 Guides

7.3.1. Guides conference

Glenys Bishop reported on progress, which is good. Visits are being considered to a number of the national institutions for the participants. A sponsor is being sought for the conference dinner but if one cannot be found the Friends will have to contribute further to the costs.

7.3.2 Guides Professional Development

Christianna Cobbold informed Council that ongoing assessment of guides is widely practised but so far has not been done in an organised way at ANBG. It is intended that a professional development commitment will be entered into by the guides each year.

Council noted and endorsed this approach by the guides.

7.4 Project committee

David Coutts summarised the report from the meeting of the Projects committee held on 2 March 2017. Council noted there were 9 possible projects that had been put forward and discussed by the committee. In general terms it was agreed that it was timely for some new projects to be approved for Friends financial support. Substantive discussion of all but three of the proposals was held over until the April meeting when there should be time to properly assess the other projects and establish some priorities that take account of a report on the Friends cash flow in the next 3 years.

RESOLUTION

Moved David Coutts **Seconded** Christianna Cobbold

- The Outdoor Video Monitor be supported at a cost up to \$10000, on the basis of consultation with ANBG on the detail of the project, especially the method of managing the information to be shown on the monitor
- The upgrade to the Theatrette projector be supported in principle at a cost up to \$7000, but subject to a report from a group of Friends users on exactly what is needed, to be organised by David Cox. That group should report to the April Council meeting if possible
- The installation of one stereo microscope in the VIC be supported at a cost up to \$7500, with the Friends to consult as appropriate with the gardens on the specific equipment to be purchased

CARRIED

7.5 Membership

The Membership Report for February 2017 was noted.

The New members walk was felt to be something that should go ahead but further consideration of the appropriate date (in May if possible) should take place in consultation with the membership team

8. Next meeting

1pm on Tuesday 4 April 2017 in the Dickson Room

Lesley Jackman
President